

## **Chapter 22**

### **DO/DA Deposit Funds, Suspense, and General Fund Clearing Accounts**

#### **22-1. General**

Use deposit and general fund clearing accounts to control receipts temporarily held in suspense. Monies in these accounts are later paid into another U.S. Treasury fund or other entity; or held by the U.S. Army as banker or agent for others and paid out at the direction of the owner. These funds are not available for paying salaries, grants, or other expenses of the U.S. Government.

#### **22-2. Professional requirements**

Accountants will be familiar with the uses and restrictions of the deposit funds and suspense accounts listed in DFAS-IN Manual 37-100-FY.

#### **22-3. Responsibilities**

a. The FAO/DAO will maintain a separate file for each DO Deposit fund and a subsidiary ledger for posting all transactions citing DO deposit, suspense, and general fund clearing accounts. Clear the balances in a timely manner. Record the purpose and remitter in the DO deposit, suspense, and general fund clearing records to facilitate payment or clearing of the balances. Make a special effort to clear balances by fiscal year end. If items remain in the DO fund for more than 6 months and no actions has been initiated for 6 months, review for a potential loss of funds investigation. Refer to Chapter 40, this regulation, for further guidance on loss of funds investigations.

b. Accountants will reconcile all deposit fund and suspense accounts to the monthly "DO Deposit Fund Activity" listing. Director of Accounting (DOA), DFAS-IN/AD, provides this listing monthly (See Chapter 31). Accountants will ensure that all amounts in these accounts are properly documented, supported, and transferred or cleared. The disbursing office (DO) will use the DO Deposit Fund Activity listing and their installation balances to prepare the RCS CSCOA-27 (Report of Deposit Fund Balances) report. The finance and accounting officer/defense accounting officer will certify the RCS CSCOA-27 report, which is submitted to DFAS-IN, twice a year or when there is a transfer of accountability. (See Chapter 29.)

#### **22-4. Use of deposit funds and suspense accounts**

a. DFAS-IN Manual 37-100-FY identifies deposit funds and suspense accounts authorized for use by U.S. Army activities.

b. For standard general ledger accounts, as defined in Chapter 4, include the following:

- (1) U.S. Treasury Cash, Disbursing Officer's Cash.
- (2) Deposit Fund Liabilities.

c. Credit deposit fund accounts for collections meeting the following criteria:

(1) Monies withheld from payments for goods and services received. The funds were charged to a budget account and are being held pending payment.

(2) Monies received from outside sources for which the U.S. Government is acting solely as banker, fiscal agent, or custodian.

(3) Monies held awaiting distribution by a legal determination or investigation.

(4) Unidentified remittances unless there is a reasonable presumption they will be credited ultimately to a budget account.

d. Credit suspense clearing accounts for collections that meet the following criteria:

(1) Monies held temporarily pending clearance to the applicable receipt or budget account.

(2) Monies held by DO as banker or agent and paid out at direction of the owner.

(3) Unidentified collections presumed to pertain to a current unknown budget account.

#### **22-5. Recertified checks**

Process all transactions on recertified checks using the general fund clearing account 21F3880 (see DA Pam 37-100-FY), except for those recertified checks related to checks issued prior to 1 Oct 89, which will be charged to the current year appropriations. The FAO/DAO will--

a. Maintain a complete case file for each recertified check as supporting documentation. At a minimum, the documentation will include the claim, SF 1184 (Unavailable Check Cancellation), and any other documentation on the issuance of the recertified check. Make sure the documentation supports both the general ledger accounts and the DO Deposit Fund Activity listing received from DFAS-IN/AD monthly. (See Chapter 31.)

b. Review, coordinate, and reconcile disbursing branch's open cases to the accounting records at least monthly. Direct the disbursing branch to follow up on all recertified checks 90 days old or older.

c. Receive and process credits from the U.S. Treasury to 21F3880 (see DFAS-IN Manual 37-100-FY). Provide copies to the disbursing branch to clear open cases.

d. When the U.S. Treasury informs the disbursing branch that the payee cashed the original check, locate the payee and collect money owed. Follow the debt collection procedures specified in Chapter 15. For collections not made within 60 days of the delinquent notification, transfer the case per Chapter 15.

#### **22-6. Deposits in transit (DITs)**

The DITs system is maintained by the Bureau of Government Financial Operations (BGFO) to insure accuracy and timeliness of deposits made to the credit of Treasury's General Account. DITs involve the comparison of deposits and charges reported by

Disbursing Offices with the corresponding transaction reported by the Federal Reserve Banks. Unmatched DITs under 6 months old are reported by condition code to the station on the analysis of unmatched transactions. Unmatched DITs less than 6 months old must be cleared through the Statement of Accountability input (RSC-CSCFA 302A).

a. DOA, DFAS-IN/A, will charge back outstanding DITs that are not cleared within 5 months after the month reported back to the stations. Apply these charges or credits to the Budget Clearing Account 21F3878 (see DFAS-IN Manual 37-100-FY). The acceptance must appear on the RCS CSCFA-304 report within 60 days from the end of the month the RCS CSCFA-110 report is received.

b. The FAO/DAO will--

(1) Record the charge or credit from DFAS-IN in the accounting records within 60 days of receipt of the RCS CSCFA-110 report. Use account 21F3878 (See DFAS-IN Manual 37-100-FY).

(2) Provide the disbursing branch a copy of the journal voucher (SF 1017G) immediately upon receipt.

(3) Reconcile 21F3878 and clear DITs accounts within 60 days.

(4) Ensure that documentation supports the general ledger accounts. This includes reconciling to the DO Deposit Fund Activity listing received monthly from DOA, DFAS-IN/A. (See Chapter 31.)

c. For DITs that net to \$50.00 or less for a month, for a disbursing office, U.S. Treasury will not send the chargeback to DFAS-IN/A. Therefore, FAOs/DAOs must absorb these small differences using mission funds, or request these amounts from Army Expenditure Operations Branch (DFAS-IN/ACA). At year end, if disbursements exceed collections, obligate current year mission funds to clear 21F3878 for these small differences.